



NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION

U.S. DEPARTMENT OF COMMERCE

FY 2002

AFFIRMATIVE EMPLOYMENT PROGRAM

ACCOMPLISHMENT REPORT

&

FY 2003

AFFIRMATIVE EMPLOYMENT PROGRAM

PLAN UPDATE

FOR

PEOPLE WITH DISABILITIES

TABLE OF CONTENTS

I. Certification Page	i
II. Overview	1
III. FY 2002 Report of Accomplishments for People with Disabilities in the National Oceanic and Atmospheric Administration	
Staffing Commitments	5
Report on Facility Accessibility	6
Alternatives to Personnel or Management Policies, Practices, and Procedures	8
Agency Initiatives and Noteworthy Accomplishments	9
IV. FY 2003 Affirmative Action Plan Update for People with Disabilities in the National Oceanic and Atmospheric Administration	
Numerical Objectives for Employment of People with Targeted Disabilities	12
Plan for Special Recruitment Program	14
Facility Accessibility	16
Alternatives to Personnel or Management Policies, Practices or Procedures which Restrict Hiring, Placement, and Advancement of People with Disabilities	17
V. Net change work sheet and EEO-MD-712 Checklist: Basic Disability Program Elements	
Net change worksheet.....	20
EEO-MD-712 Checklist: Basic Disability Program Elements.....	21
VI. Appendices	21

The following reports show:

- Numbers and percentages of disabled employees by organization.
- Numbers and percentages of employees with disabilities by occupational categories, according to grade level groupings. Also, shown are average grade and salary levels.
- Numbers and percentages of employees with disabilities in mission related occupations.
- Separations of employees with disabilities for each main line component.
- Accessions of employees with disabilities for each main line component.
- Promotions of employees with disabilities for each main line component.

I. Certification Page.....	i
II. OVERVIEW	1
III. FY 2002 Report of Accomplishments for People with Disabilities in the National Oceanic and Atmospheric Administration	6
STAFFING COMMITMENTS	6
REPORT ON FACILITY ACCESSIBILITY	7
ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES PRACTICES, OR PROCEDURES	9
AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS	10
IV. FY 2003 Report of Accomplishments for People with Disabilities in the National Oceanic and Atmospheric Administration	13
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PEOPLE WITH TARGETED DISABILITIES (TD)	13
PLAN FOR SPECIAL RECRUITMENT PROGRAM	15
FACILITY ACCESSIBILITY	17
ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES	18
V. Appendices	21

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR
PEOPLE WITH DISABILITIES**

I. Certification Page

**Plan update for the period October 1, 2002, through September 30, 2003, and
Report of Accomplishments for the period October 1, 2001, through September 30, 2002**

National Oceanic and Atmospheric Administration (NOAA)
United States Department of Commerce

AGENCY

14th Street and Constitution Avenue, NW, Washington, DC 20230

AGENCY ADDRESS

NUMBER OF EMPLOYEES COVERED BY THIS PLAN 11,930

Michelle T. Moore / Jeanette S. Toledo (301) 713-0982 (tdd)
(voice) (301) 713-0500

NAME OF PERSON PREPARING THIS REPORT

**TELEPHONE
NUMBER**

12/10/02

SIGNATURE OF RESPONSIBLE OFFICIAL

DATE

Alfred A. Corea, Director, Civil Rights Office, NOAA

NAME AND TITLE OF RESPONSIBLE OFFICIAL

SIGNATURE OF AGENCY HEAD

DATE

Scott B. Gudes, Deputy Under Secretary, NOAA

**NAME AND TITLE OF AGENCY HEAD (CERTIFIES THAT THIS REPORT IS IN
COMPLIANCE WITH EEO-MD-713, "AFFIRMATIVE ACTION FOR HIRING,
PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS.")**

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR
PEOPLE WITH DISABILITIES**

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR
PEOPLE WITH DISABILITIES**

**Plan update for the period October 1, 2002, through September 30, 2003, and
Report of Accomplishments for the period October 1, 2001, through September 30, 2002**

II. OVERVIEW

I. INTRODUCTION: Agencies within the Executive Branch of the Federal government are required by the Rehabilitation Act of 1973, as amended, to maintain an ongoing affirmative action program to hire, place, and advance people with disabilities. In addition, the Federal government must ensure that its facilities, programs, and activities are accessible to individuals with disabling conditions.

To monitor the progress on these initiatives, Federal agencies are required to prepare an annual report of accomplishments and an affirmative action program plan update for people with disabilities.

II. LEGAL AUTHORITY: The attached NOAA-wide plan update and report of accomplishments were prepared pursuant to Section 501 of the Rehabilitation Act of 1973, as amended. Instructions for completing these documents are contained in the Equal Employment Opportunity Commission's (EEOC) EEO Management Directive 713, and in additional guidance on preparation issued to Operating Units from the Office of Civil Rights, U.S. Department of Commerce.

III. NOAA POLICY: NOAA will ensure that its employees, regardless of their disabling condition, receive the opportunity to develop to their fullest potential in the workplace. In order to attain that goal, the agency is committed to affirmative measures which will provide people with disabilities full consideration for both employment and advancement opportunities. NOAA is also committed to reducing barriers at its facilities to improve accessibility for people with physical disabilities.

IV. SCOPE AND COVERAGE: The following organizations are main line components covered under the NOAA-wide FY 2002 Report of Accomplishments and FY 2003 Plan Update for People with Disabilities:

- Office of the Under Secretary (OUS)
- Office of Finance and Administration (OFA)
- Office of Marine and Aviation Operations (OMAO)
- National Ocean Service (NOS)
- National Weather Service (NWS)
- National Marine Fisheries Service (NMFS)
- National Environmental Satellite, Data, and Information Service (NESDIS)
- Office of Oceanic and Atmospheric Research (OAR)

Note: Office of the Under Secretary includes all of the Staff Offices, except OFA and OMAO which are grouped as separate main line components.

AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES

AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES

V. ASSESSMENT OF WORK FORCE PROFILE: To comply with reporting requirements, statistics used to assess the work force are based on the number of permanent employees for the fiscal year ending in 2002. These statistics were downloaded to NOAA through the National Finance Center in New Orleans, Louisiana.

It should be noted that statistics on employees with disabilities are obtained from the Standard Form (SF) 256 which is entitled Self-Identification of Handicap. Those entering the work force for the first time, as well as employees who wish to update their disability status are encouraged to do so. Copies of the SF-256 may be obtained from an employee's servicing Human Resources Management Office.

WORK FORCE PROFILE

NOAA's EEO work force profile data reveals that there were 11, 930 permanent employees at the end of FY 2002. Of that number, 498 (4.2%) employees identified themselves as having a disability. Ninety-eight (98) employees (0.8%) have indicated that they have a "targeted disability." Targeted disabilities are identified by EEOC as blindness, deafness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, mental retardation, mental illness, and distortion of limbs or spine. Federal agencies are to emphasize employment of people with these types of disabilities. During FY 2002, NOAA's work force increased by 386 employees. The total number of employees with disabilities increased by 9.

Following are significant changes in the employment status of people with disabilities during FY 2001 by mission-related occupations, occupational categories and grade levels.

EMPLOYMENT IN MISSION-RELATED OCCUPATIONS

Computer Specialist (Series #334): There were 150 employees in this series. Of these, 3 (2.0%) employees identified themselves as having a disability of which 3 (2.0%) indicated that they have a "targeted disability." Within the past year, the number of employees with disabilities in this occupation decreased by 16 and those with a "targeted disability" decreased by 15.

Fishery Biologist (Series #482): There were 868 employees in this series. Of these, 10 (1.2%) employees identified themselves as having a disability. Within the past year, there was no change in the number of employees with disabilities in this occupation .

Engineering (Series #801, 819, 830, 850, 854, 855, 861): There was a total of 272 employees in these series. Of the 272 aggregate employees in these series, 4 (2.9%) employees identified themselves as having a disability of which 1 (0.7%) indicated a "targeted disability." Within the past year, the number of employees with disabilities in this occupation increased by 1.

AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES

AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES

Electronics Technician (Series #856): There were 490 employees in this series. Of these, 4 (0.8%) employees identified themselves as having a disability. Within the past year, the number of employees with disabilities in this occupation remained the same.

General Physical Scientist (Series #1301): There were 512 employees in this series. Of these, 7 (1.4%) employees identified themselves as having a disability of which 3 (0.6%) indicated a “targeted disability.” Within the past year, both the number of employees with disabilities and those with a “targeted disability” in this occupation remained the same.

Hydrologist (Series #1315): There were 292 employees in this series. Of these, 4 (1.4%) employees identified themselves as having a disability of which 2 (0.7%) indicated a “targeted disability.” Within the past year, the number of employees with disabilities in this occupation decreased by 1.

Meteorologist (Series #1340): There were 2,551 employees in this series. Of these, 37 (1.4%) employees identified themselves as having a disability of which 8 (0.3%) indicated a “targeted disability.” Within the past year, the number of employees with disabilities in this occupation increased by 1.

Meteorological Technician (Series 1341): There were 620 employees in this series. Of these, 8 (1.3%) employees identified themselves as having a disability of which 3 (0.5%) indicated a “targeted disability.” Within the past year, the number of employees with disabilities in this occupation remained the same.

Oceanography (Series 1360): There were 243 employees in this series. Of these, 2 (0.8%) employees identified themselves as having a “targeted disability.” Within the past year, the number of employees with disabilities in this occupation remained the same.

Cartography (Series 1370): There were 166 employees in this series. Of these, 3 (1.8%) employees identified themselves as having a disability. Within the past year, the number of employees with disabilities in this occupation increased by 1.

Information Technology Specialist (Series 2210): There were 931 employees in this series. Of these, 18 (1.9%) employees identified themselves as having a disability of which 16 (1.7%) indicated a “targeted disability”.

EXAMINATION OF OCCUPATIONAL CATEGORIES

The six major occupational groupings within NOAA are professional, administrative, technical, clerical, other, and blue-collar occupations.

Examples of NOAA's **professional** positions are Meteorologist, Fishery Biologist, Cartographer, Attorney, and Electronics Engineer. The **administrative** positions typically include Computer Specialist, Budget Analyst, Management Analyst, and Human Resources Management Specialist.

AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES

AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES

An examination of the **technical** positions shows that they involve non-routine work associated with supporting employees in administrative or professional occupations. Meteorological Technician, Electronics technician, and Human Resources Assistant are some of the technical positions at NOAA. **Clerical** occupations, such as Secretary and Office Automation Clerk, involve support work.

The **other** occupational category was developed to classify those positions which are not related to the remaining occupational categories and may include student trainees and guards. The final occupational category, **blue-collar**, encompasses all wage grade positions in the agency such as printing press operators and those employed on NOAA vessels.

When compared with the FY 2001 work force profile, there have not been significant changes within the occupational categories during FY 2002. In contrast with total employment figures, employees with disabilities continue to show a lower percentage of representation in the Agency's professional occupations. Of the 498 employees with disabilities, 177 (2.9%) occupied professional positions while that category accounted for 52.0% of all employees. Further, employees with targeted disabilities have a lower percentage representation in the professional positions at 0.4%.

In the administrative, technical, other, and blue-collar occupations, there were no major discrepancies noted. However, when compared to the percentage of all employees (4.0%) in the clerical category, employees with disabilities showed a higher total percentage of representation at 13.0%

EXAMINATION OF GRADE LEVEL GROUPINGS

With respect to the grade level groupings, employees with disabilities show a higher percentage representation in grades GS 1-8 when compared to the percentage of total employees in NOAA's work force. The most significant finding is that the number and percentage of employees with disabilities decreased at the senior grade levels (i.e., GS 13-15). Employment figures show that 41.2% of the total work force hold positions classified at grades GS 13-15, but that figure decreases to 1.0% for employees with disabilities and 0.7% for those with targeted disabilities. A further examination shows that there are 120 employees in the Senior Executive Service of which one employee reported a disability.

AVERAGE GRADE AND SALARY LEVELS

The average grade level is GS-11 for all employees. The average grade for employees with disabilities is GS-10 and GS-09 for employee with "targeted" disabilities. Average salary levels are as follows: \$64,807 for all employees, \$56,376 for employees with disabilities and \$51,332 for employees with "targeted" disabilities.

REPORT OF ACCOMPLISHMENTS

OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002
AFFIRMATIVE ACTION PROGRAM FOR PEOPLE WITH DISABILITIES

III. FY 2002 Report of Accomplishments for People with Disabilities in the National Oceanic and Atmospheric Administration

STAFFING COMMITMENTS

Provide data indicating staffing commitments as of September 30, 2002. Include selective placement coordinators, disability program managers and other key staff assigned to the affirmative action program for individuals with disabilities. Do not include equal employment opportunity counselors and other personnel who process complaints of discrimination on the basis of physical or mental disabilities.

A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:

1. AGENCY WIDE RESPONSIBILITY (DEPARTMENT WIDE,
IF APPLICABLE) N/A

NUMBER OF PERSONS N/A

TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED
TO THE PROGRAM) N/A

2. RESPONSIBILITY FOR MAJOR OPERATING COMPONENTS
(IF NONE, INDICATE NOT APPLICABLE) 1

NUMBER OF PERSONS 3

TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED
TO THE PROGRAM) .5

B. ALL OTHER PERSONNEL (NOT ACCOUNTED FOR ABOVE) AT HEAD- QUARTERS, IN COMPONENT AGENCIES OR IN FIELD INSTALLATIONS RESPONSIBLE FOR MANAGEMENT AND COORDINATION OF THE PROGRAM:

PERCENTAGE OF TIME ALLOCATED TO THE PROGRAM	INDICATE NUMBER IN EACH GROUP
1 - 5 %	19
6 - 10 %	1
11 - 25 %	0
26 - 75 %	0
76 - 100 %	0

TOTAL 20

C. NUMBER OF PERSONNEL OFFICES WITH APPOINTING AUTHORITY 5

EEOC FORM 440

REPORT OF ACCOMPLISHMENTS

OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002
AFFIRMATIVE ACTION PROGRAM FOR PEOPLE WITH DISABILITIES

REPORT ON FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR.

A. SUMMARIZE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY.

1. Office of Finance Administration (NOAA Headquarters) Silver Spring, Maryland
 - Established a task force combining both OFA and each Line Office to ensure optimal evacuation plans are in place.
 - Deaf applicants and those with hearing impairments have access to the DOC, NOAA HR and USAJOBS via the Web and TDD lines.
2. National Weather Service
 - The NWS installed walkways, provided golf carts, and scooters to assist employees with traveling over long distances or steep inclines.
 - The NWS provided interpreters for employees with hearing impairments for training and conference calls.
 - During the NWS office relocations, we ensured cubicles and passageways met standard requirements to effectively accommodate persons with physical disabilities.
3. National Environmental Satellite Data and Information Service
 - Employees volunteered and served on various committees and teams to support the agency Disability Program.
 - Permitted employees (temporarily incapacitated) to work at home. Computers and other technological equipment and software was provided.
 - Management continues to encourage training on website accessibility and review and monitor web activity for 508 Compliance.
4. Oceanic & Atmospheric Research

Purchased scooters so that disabled employees can travel to the different buildings at the DOC Boulder laboratories site.

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?

☒ NOT APPLICABLE ☐ YES ☐ NO; DESCRIBE

REPORT OF ACCOMPLISHMENTS

OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002
AFFIRMATIVE ACTION PROGRAM FOR PEOPLE WITH DISABILITIES

C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

- Funding continues to be an issue for timely facility upgrades, it creates lengthy delays.
- Renegotiations of lease renewals to include facility upgrades create lengthy delays.

D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.

- Continue to seek and provide reasonable cost estimates for upgrades with reasonable and timely submissions of funding requests.
- Continue to negotiate in good faith to make necessary concessions to gain progress for reasonable accommodations.

REPORT OF ACCOMPLISHMENTS
ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES PRACTICES, OR PROCEDURES WHICH RESTRICT
HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES

LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS YEARS FOR WHICH ACTIONS WERE TAKEN DURING THE REPORTING YEAR.

BARRIER	ALTERNATIVE	ACTIONS TAKEN	COMPLETION DATE
Many employees with disabilities do not have mentors to assist them in meeting their career development goals.	Establish a Mentoring Program	The Climate Center in Asheville established a Mentoring Program which allows employees to cross train in other positions. Several employees participate in the program	FY2002-On Going

REPORT OF ACCOMPLISHMENTS

OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002
AFFIRMATIVE ACTION PROGRAM FOR PEOPLE WITH DISABILITIES

AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

In the space below you are invited to describe unique, creative initiatives which your agency undertook last fiscal year which has proven to be successful in improving employment opportunities for individuals with disabilities. If more space is necessary, additional pages may be appended.

Selections from these initiatives will be included in the Equal Employment Opportunity Commission's annual report to Congress and replicated by other Federal agencies.

- The Civil Rights Office has again sponsored sign language classes at the Silver Spring Campus. The classes range from beginners to advanced level

EMPLOYMENT, CONVERSIONS, AND PROMOTIONS

- Hired a total of 40 employees with disabilities and 5 employees with targeted disabilities by accession actions during FY 2002 as follows:

Employees with Disabilities	Employees with Targeted Disabilities
10- OFA	3- OFA
11- NMFS	1 each in NWS and OAR
14- NWS	
2 - OAR	
1 each in OUS, NOS and NESDIS	

- Promoted a total of 61 employees with disabilities and 11 employees with targeted disabilities during FY 2002 as follows:

Employees with Disabilities	Employees with Targeted Disabilities
11- OFA	4-NWS
34- NWS	4-OFA
11-NMFS	1-NOS

REPORT OF ACCOMPLISHMENTS

OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002 AFFIRMATIVE ACTION PROGRAM FOR PEOPLE WITH DISABILITIES

3-NOS	2-NMFS
1 each ORA and OMAO	

RECRUITMENT AND OUTREACH ACTIVITIES

- NESDIS -Management continues to work with NOAA to ensure that the distribution of vacancy announcements to employees and the public are in audio and/or other media for people with visual and hearing impairments.
- OMAO-In addition to handicapped recruiting and promotion, OMAO 's community outreach program includes projects and activities for the handicapped. A primary example of our dedication to this effort is the Seafair Special People's Christmas Cruise. For the past 16 years, the NOAA Ship JOHN N COBB and members of the Marine Operations Center in Seattle, Washington host individuals with disabilities for a special holiday cruise each December. Volunteers furnish refreshments for the guests and provide assistance as needed while the ship sails with its special passengers from Lake Union through the ship canal to Lake Washington.
- Human Resources Offices advertises job vacancies on the Internet (USAJOBS) and DOC's Commerce Opportunity On-Line (COOL) where disabled people or organizations representing disabled people have direct access to all position vacancies.
- An employee gave a tour of NSSL to a blind person from Nebraska who plans to become a meteorologist.

REASONABLE ACCOMMODATIONS

- An employee who is visually impaired and has limited mobility was nominated for the 2002 Administrator's Award. The nomination was submitted based on this employee's participation in the NOAA Section 508 Coordinators Group. The NOAA Section 508 Coordinators Group was tasked with reviewing, demonstrating and advising NOAA Web Masters nationwide on the Section 508 Standards and the "FAR" Regulations to ensure that web pages are in compliance.
- The NOS EEO Advisory Committee invited Brittany Matthews a Computer/Electronic Accommodations Program (CAP) Representative to brief the committee on CAP. Brittany shared with the committee the CAP mission, which is to provide real solutions

REPORT OF ACCOMPLISHMENTS

OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002 AFFIRMATIVE ACTION PROGRAM FOR PEOPLE WITH DISABILITIES

for real needs to ensure people with disabilities have equal access to the information environment and opportunities in the Federal Government, by providing assistive technology devices and services.

- Recognizing that persons with disabilities are often overlooked as a source of employable talent, EASC continues to seek alternative methods such as our agreement with Department of Veterans Affairs, Vocational Rehabilitation & Counseling Division in enhancing equal opportunity for all people, regardless of race, color, sex, age religion, national origin, or disability
- An NWS senior manager took sign language classes at Gallaudet University and serves as a mentor.
- The NWS has incorporated computer software to aid visually challenged employees navigate the web and other applications.
- The NWS has a program in place that will assist Hydrometeorological Technicians (GS-1341) in their efforts to crossover to the GS-1340 Meteorologist series or to the GS-1315 Hydrologist series by assuming financial responsibility for core classes
- NOS- An employee with a hidden disability requested and was allowed to serve a second term on the NOS EEO Advisory Committee and the NOAA EEO Disability Subcommittee. This same employee who works in a clerical position but has a bachelor's degree in social work is being allowed to work 4 hours per week in the Office of Civil Rights. This work assignment was provided to give this employee training in another position which will allow her to better utilize her knowledge, skills and abilities.

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**PROGRAM PLAN UPDATE
FOR THE PERIOD OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PEOPLE
WITH TARGETED DISABILITIES (TD)**

**IV. FY 2003 Report of Accomplishments for People with Disabilities in the National Oceanic
and Atmospheric Administration**

**NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PEOPLE
WITH TARGETED DISABILITIES (TD)**

Agencies are to use this format to establish numerical objectives for the period October 1 through September 30. Anticipated changes in the work force are taken into account, as objectives are calculated on the basis of losses from the work force as well as accessions. The planned rate of accessions (if any are anticipated) must be adequate to achieve the desired work force profile as of September 30.

ANTICIPATED CHANGES IN THE WORKFORCE FROM OCT. 1, 2002 TO SEPT. 30, 2003						
NO. +/-				% +/-		
Losses Total Workforce			-600	-5.2%		
Losses with Disabilities Reported			-7	-1.4%		
Losses Targeted Disabilities			-1	-1.0%		
Accessions Total Workforce			+500	4.3%		
Accessions with Disability Reported			+20	4.1%		
Accessions Targeted Disabilities			+3	3.0%		
WORKFORCE ACTUAL DATA AS OF 9/30/01			ANTICIPATED CHANGES IN WORKFORCE FROM 10/1/02 TO 9/30/03		ANTICIPATED DATA AS OF 9/30/03	
#		%	NO. +/-	% +/-	#	%
Total Workforce	11,930	100%	-100	-0.9%	12,000	100%
Disabilities Reported	498	4.2%	+13	+2.7%	515	4.3%
Targeted Disabilities	98	0.8%	+2	+2.0%	101	0.8%

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**PROGRAM PLAN UPDATE
FOR THE PERIOD OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PEOPLE
WITH TARGETED DISABILITIES (TD)**

NUMERICAL OBJECTIVES FOR THE PERIOD 10/1/02 TO 9/30/03

A. TOTAL NO. OF ACCESSIONS OF PERSONS WITH TD	<u>3</u>
B. PERCENT OF ACCESSIONS OF PERSONS WITH TD	<u>0.6</u>
C. TOTAL NO. OF PERSONS WITH TD ON BOARD AS OF 9/30/03	<u>101</u>
D. PERCENT OF WORKFORCE WITH TD AS OF 9/30/03	<u>0.8</u>

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**PROGRAM PLAN UPDATE
FOR THE PERIOD OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PEOPLE
WITH TARGETED DISABILITIES (TD)**

PLAN FOR SPECIAL RECRUITMENT PROGRAM

Agencies are to establish and maintain special recruitment programs for individuals with specific severe disabilities. The purpose is to obtain applications from qualified individuals with disabilities.

List recruiting strategies that will be instituted so that the agency can meet its current employment objectives.

Plans for recruiting are limited based on budget constraints and initiatives to streamline the Federal Work force. Despite these limitations, it is NOAA's goal to make affirmative efforts to increase the number of qualified employees with targeted disabilities when opportunities exist. To this end, the following recruitment strategies are planned for FY 2001.

Recruiting Strategy	Target Date
<ul style="list-style-type: none">• NOAA will continue to promote participation in the Workforce Recruitment Program	Ongoing
<ul style="list-style-type: none">• NOAA will continue to network with State Vocational Rehabilitation Services in an effort to recruit candidates.	Ongoing
<ul style="list-style-type: none">• NOAA will continue to support and seek to expand use of the High School High Tech Program.	Ongoing
<ul style="list-style-type: none">• NOAA will continue to participate in career fairs and conferences for the employment of people with disabilities.	Ongoing
<ul style="list-style-type: none">• NOAA will continue to strengthen ties with various universities and organizations such as Galludet University, National Council on Disability and Disabled American Veterans.	Ongoing
<ul style="list-style-type: none">• The Office of Oceanic and Atmospheric Research (OAR) will continue to distribute the Denver Noticiero, and the Nuestro Talento (Talent Bank), a listing of Federal job vacancies to disabled individuals and organizations on a biweekly basis.	Ongoing

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**PROGRAM PLAN UPDATE
FOR THE PERIOD OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PEOPLE
WITH TARGETED DISABILITIES (TD)**

- The National Marine Fisheries Service (NMFS) will continue to maintain contacts with Disabled Placement Services and non-profit organizations. Ongoing
- As part of an Intergovernmental Personnel Act (IPA) with Virginia Tech. University, NWS has approved a GS-15 employee to serve as a “Disability Ambassador.” He will work on recruitment, outreach, accommodations and accessibility issues for two years. Ongoing

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**PROGRAM PLAN UPDATE
FOR THE PERIOD OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PEOPLE
WITH TARGETED DISABILITIES (TD)**

FACILITY ACCESSIBILITY

LIST ANY UNMET OBJECTIVES FOR BARRIER REMOVAL THAT WERE ESTABLISHED IN PREVIOUS SUBMISSIONS BUT HAVE NOT BEEN ACCOMPLISHED. REMOVAL STRATEGIES ARE TO BE REVISED SO THAT THESE OBJECTIVES CAN BE ACCOMPLISHED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

OBJECTIVE	ORIGINAL	REVISED TARGET	REVISED STRATEGY
<u>HEADQUARTERS, SILVER SPRING, MD</u> Install TDDs to public pay phones in all Silver Spring Metro Complex (SSMC) buildings;	FY 1997	8/03	Disability Program Manager will re-evaluate and provide report of findings to the Disabilities Sub-Committee to coordinate action.
<u>ATLANTIC MARINE CENTER, NORFOLK, VA</u> Install elevator to improve accessibility to second floor.	FY 1997	9/03	Continue attempts to allocate funds to make improvements. Explore alternative options, i.e., ramp.
<u>NMFS, Southeast Region</u> Install entrance ramps in buildings 216, 301, and 307 at the Galveston, TX Laboratory; and Install elevator in building 216.	FY 1997	9/03	Partially completed. Continue renovations.

EOC FORM 440

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**PROGRAM PLAN UPDATE
FOR THE PERIOD OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PEOPLE
WITH TARGETED DISABILITIES (TD)**

B. LIST ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN.

OBJECTIVE	TARGET DATE
Make changes to parking arrangement in SSMCIV in order to move four handicap designated spaces from G-2 to G-1. Post 9/11 security concerns have rendered the spaces on G-2 no longer accessible for persons with disabilities	9/30/03

**ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT
HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES**

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**PROGRAM PLAN UPDATE
FOR THE PERIOD OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PEOPLE
WITH TARGETED DISABILITIES (TD)**

A. LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES HAVE NOT YET BEEN INSTITUTED:

BARRIER	ALTERNATIVE	PLANNED ACTION	TARGET DATE	PREVIOUS TARGET DATE
Employees with disabilities are more likely to be concentrated in lower grades and do not receive promotions to grades GS 13-15.	Institute a method whereby employees with disabilities have enhanced opportunities for promotion.	Line/Staff Offices will work with the EEO Council in implementing planned alternative.	09/03	9/97

**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**PROGRAM PLAN UPDATE
FOR THE PERIOD OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PEOPLE
WITH TARGETED DISABILITIES (TD)**

B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED:

BARRIER	ALTERNATIVE	PLANNED ACTION	TARGET DATE
Lack of awareness and sensitivity to issues relating to people with disabilities.	Increase awareness of disability issues through education.	Disabilities Sub Committee will work with Line Offices to develop sensitivity and awareness programs	FY 2002 / on-going

NET CHANGE WORK SHEET

Calculating the Net Change from the previous FY 2001 to the current FY 2002

		FY 2001	FY 2002	Net Change
Total Workforce	# %	11,544 100.00	11,930 100.00	385 3.3
Employees with Targeted Disabilities	# %	99 0.86	98 0.82	1 1.0

Calculating the Net Change over a three year period

		FY 1999	FY 2002	Net Change
Total Workforce	# %	12,023 100.00	11,930 100.00	93 0.7
Employees with Targeted Disabilities	# %	104 0.87	98 0.82	6 5.7

Worksheet A

VI. Appendices

